



## **FY 2022 Child Advocacy Center Services (CACS) Grant Program Notice of Funding Availability Application Guidance Kit**

**Online Submission Deadline: May 21, 2021 3:00PM**

**Funded through:  
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
(410) 697-9338  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

### **ELIGIBILITY**

The primary purpose of the CACS grant program is to coordinate the investigation of child abuse and neglect, and to provide services to children and their non-offending family members without causing further trauma to the child victim. Funding through this application is available to accredited Child Advocacy Centers, or those organizations working towards accreditation by the National Children's Alliance (NCA) as well as the Maryland Children's Alliance.

### **IMPORTANT LINKS**

Application Instructions: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grants Management System (GMS): <http://goccp.maryland.gov/grants/>

***GMS submission is required; Hard copy applications are not accepted.***

## Purpose

Thank you for applying for the **Child Advocacy Center Services (CACS) Grant Program** from the **Governor's Office of Crime Control Prevention, Youth, and Victim Services**. The primary purpose of the CACS grant program is to coordinate the investigation of child abuse and neglect, and to provide services to children and their non-offending family members without causing further trauma to the child victim. Child Advocacy Centers are dedicated to approaching victims of child abuse in a sensitive, respectful manner and to restoring the lives of abused children through partnerships with local communities and agencies investigating the prosecution of child abuse. This funding correlates with the Children and Youth Division's goals of increasing the wellbeing of Maryland's children and youth as well as addressing Adverse Childhood Experiences (ACEs) and the impact of childhood trauma.

If you need application assistance, please contact:

David Blum, Child Advocacy Center Services Grant Program Manager  
[David.Blum@maryland.gov](mailto:David.Blum@maryland.gov)

Justice Schisler, Chief of Programs  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

If you need assistance with program criteria or have questions on program design, please contact:

Jessica Wheeler, Deputy Director of Children and Youth Division  
[Jessica.Wheeler@maryland.gov](mailto:Jessica.Wheeler@maryland.gov)

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#)

## Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## I. ELIGIBILITY CRITERIA

Accredited Child Advocacy Centers and those on the path to accreditation as well as the Maryland Children's Alliance (MCA) are eligible to submit one application for CACS funding.

## II. PROGRAM DESCRIPTION

### A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services (Office)

### B. Opportunity Title

Child Advocacy Center Services (CACS) Grant Program

### C. Submission Date

May 21, 2021 by 3 PM

### D. Anticipated Period of Performance

July 1, 2021 to June 30, 2022

### E. Funding Opportunity Description

The Office has made \$300,000 in funding available for this program, not to exceed \$12,500 for each of Maryland's Child Advocacy Centers that are accredited or can show good-faith efforts towards accreditation for FY 2022 and to the Maryland Children's Alliance.

**Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.**

Child Advocacy Centers are a nationally recognized model for providing a comprehensive, multidisciplinary, community response to child abuse and neglect. These centers coordinate the prevention, investigation, prosecution, and treatment of child abuse and neglect at the local level, working as a multi-disciplinary team comprised of law enforcement, the state's attorney's office, Child Protective Services, medical providers, mental health practitioners, and victim advocates. Research has found that children who receive services from a Child Advocacy Center are more likely to have access to medical evaluations and other forms of medical care, have a referral to therapeutic services, and have greater access to community resources needed to help them recover.

**All funding is contingent upon the final approval of the Governor's Office of Crime Prevention, Youth, and Victim Services' budget during Maryland's 2021 Legislative Session of the General Assembly.**

## III. PROGRAM REQUIREMENTS

### A. Program Timeline

Funding for child abuse and neglect programs, specifically to Child Advocacy Centers, will be directed at organizations that are accredited or are on the path to accreditation by the National Children's Alliance (NCA). Funding will also be directed to centers that are working to raise awareness and/or address Adverse Childhood Experiences (ACEs). Applicants should indicate their current status in the accreditation timeline and provide evidence to support this status (ie. submission

of Memorandums of Understanding (MOU), list of multidisciplinary team members, multidisciplinary team meeting minutes). The approximate timeline is outlined as follows:

- Year 1: Development of a multidisciplinary team with signed MOUs from each partner
- Year 2 and 3: Develop and implement the medical and therapeutic components
  - It was noted that Child Advocacy Centers can achieve partial or “Associate” level accreditation at the end of Year 3 if certain standards are met. This is a good indicator of the progress that a Child Advocacy Center is making towards accreditation.
- Year 4: The NCA site visits should be scheduled and the Child Advocacy Center’s application should be submitted and under review. This also includes time for the center to receive feedback from the NCA and implement recommendations.
- Year 5: Full accreditation

## **B. Accreditation Process**

If not already an accredited Child Advocacy Center, applicants should indicate where they are in the accreditation process, what progress has been made thus far, and/or when an application will be submitted to the NCA for accreditation.

## **C. Performance Measures**

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes that directly support the Governor's Office of Crime Prevention, Youth, and Victim Services’ objective of increasing the wellbeing of Maryland’s children and youth as well as addressing Adverse Childhood Experiences (ACEs) and the impact of childhood trauma.

All grants awarded under this funding opportunity will be required to report on the following mandatory performance measures:

- Number of victims served.
- Number of victim responses to your Performance Measure assessment tool.
- Number of youth and/or families who have reported an increase in their overall well-being. For this purpose, well-being is defined as having generally positive experiences with the services provided by the CAC.

Additionally, the following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of forensic interviews conducted.
- Number of child sexual abuse cases investigated.
- Number of physical child abuse cases investigated.
- Number and percentage of cases moved forward for prosecution.
- Number and percentage of cases prosecuted that resulted in a guilty conviction.

# **IV. APPLICATION PROCESS**

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services’ web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services’ web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is May 5, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact David Blum at [David.Blum@maryland.gov](mailto:David.Blum@maryland.gov).

**The online application must be submitted no later than 3:00 PM on May 21, 2021.**

## V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](#) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Governor's Office of Crime Prevention, Youth and Victim Services will conduct a technical assistance conference call to provide further application assistance and to answer questions. The CACS technical assistance call will be held from 2:00 - 3:00 PM on May 4, 2021.

**New this year, a technical assistance call will be held from 2:00 - 3:00 PM on May 4, 2021.**

**Call in number: 1 617-675-444**

**PIN: 657 725 886 8001#**

**Meeting Link: [meet.google.com/hbn-whiv-thj](https://meet.google.com/hbn-whiv-thj)**

## VI. IMPORTANT DATES

Technical Assistance Call	May 4, 2021
Deadline to Request a User ID	May 5, 2021
Deadline to Submit an Online Application	May 21, 2021
Letters of Intent/Denial Letters Emailed	May 2021
Award Packets Emailed	June 2021
Sub-award Start Date	July 1, 2021
Sub-award End Date	June 30, 2022

## VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services conducts an internal review of all formula grant applications to ensure applicants adhere to the Notice of Funding Availability eligibility criteria and program requirements. The Office will also assess the merits of the proposed program in each of the required areas outlined in the Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>:

Particular emphasis will be placed on the following sections of the application:

- Program goals and objectives
- Program strategy/program logic
- Performance measurement (outputs, outcomes, and impacts)
- Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item)

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under CACS for FY 2022 will begin July 1, 2021 and end on June 30, 2022. Funds are paid on a reimbursable basis.

### **B. Allowable Costs for Direct Services**

The following is a list of services, activities, and costs that are eligible for support with CACS funds within a sub-recipient's organization:

- Personnel
- Operating expenses
- Contractual services
- Training for staff
- Training materials and travel for training
- Food expenses per diem for travel only
- Equipment
- Fees associated with accreditation
- Other items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation

### **C. Unallowable Costs**

The following services, activities, and costs cannot be supported with CACS funds at the sub-recipient level:

- Food/Beverages for meetings, conferences, training or other events
- Lobbying and administrative advocacy

**The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

### **D. Consultant Rates**

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the

Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

**A. Electronic Funds Transfer (EFT)**

The Governor's Office of Crime Prevention, Youth and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>.

See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

**B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

**C. Supplanting, Transparency, and Accountability**

Supplanting is the use of Office grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must be used to supplement your organization's existing budget and may not replace any funds that were already included in your entity's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.



## X. APPLICATION CHECKLIST

### What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment (if required)
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

\*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

\*More information on each item above can be found in the [NOFA Application Instructions](#).

### Additional Applicant Resources:

National Children's Alliance: <https://www.nationalchildrensalliance.org/>  
Maryland Children's Alliance: <https://www.marylandchildrensalliance.org/>  
Code for Federal Regulation Title 2 CFR: [https://ecfr.io/Title-02/cfr200\\_main](https://ecfr.io/Title-02/cfr200_main)  
Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedojo/overview>  
FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>  
211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>  
Maryland Hate Crimes Hotline: 1-866-481-8361